

FY22 Invitation Only Capacity Building Grant Request for Applications



The FY22 Invitation Only Capacity Building Grant Request for Applications (RFA) invites applicants seeking to fund a specific capacity building project that will provide a tangible outcome related to organizational capacity. Grant funds will support core capacity building needs that help build strong and sustainable organizations. The funds available through this RFA will be awarded through the Office of Out of School Time Grants and Youth Outcomes (OST Office), located in the Office of the Deputy Mayor for Education (DME) and grant awards are contingent upon the availability of funds.

Learn24 is the name for the network that supports equitable access to high-quality, OST programs for the District's children and youth. Learn24 supports coordination among nonprofit organizations and District government agencies through targeted grant-making, data collection, evaluation, and through the provision of training, capacity building, and technical assistance to OST providers. The OST Office stewards the Learn24 brand to bring awareness of the OST Office, The Institute for Youth Development, Commission on Out of School Time Grants and Youth Outcomes, higher education partners, District agencies, philanthropic partners, and the hundreds of nonprofits and schools that offer programs to children and youth outside the school day.

Learn24 releases this RFA in an effort to align with the Commission of Out of School Time Grants and Youth Outcomes strategic priorities and provide financial, technical, and educational resources to a wide range of OST providers, large and small, who have established trust with their communities and have experience meeting the needs of their communities. Grantees will be selected based solely on information supplied in this application. The RFA is intended for any current Fiscal Year and School Year Out of School Time Learn24 grantee in good standing. Only one application is permitted per organization.

The OST Office anticipates awarding up to \$100,000 in total awards. Applicants may request up to \$10,000. The OST Office maintains the right to adjust the grant award amount.

Applicants may apply to utilize the funds for any project that will increase or strengthen the organizational capacity and must provide a tangible outcome. Examples of capacity building projects include but are not limited to:

- Financial Management including improvements to the budgeting process, invoicing, bookkeeping
- Internal Operations such as volunteer management, database training, or facility planning
- Board Development activities such as leadership training, defining the roles of the Board, and strengthening governance
- Planning activities such as organizational assessments, strategic planning, program and curriculum improvement, funding development, or communications/marketing
- Technology improvements including staff training to optimize the use of technology, upgrade website, hardware, or software to meet the demands of the virtual world

Deadline to apply is **Monday, March 7, 2022 at 5:00 pm**. The application will be submitted through the link below and documents will be uploaded separately. The OST Office will notify selected grantees by the end of **April 2022**.

Applicant Eligibility

- Current School Year or Fiscal Year Learn24 Out of School Time grantee in good standing with a current audit.
- Organizations may not receive more than \$50,000 in any fiscal year from the District without providing a clean audit conducted by an independent Certified Public Accountant (CPA).

Grantee Expectation

- Tangible outcome to be provided by way of program final report.
- Program period may run from April 1, 2022 – September 30, 2022.
- If part of the project will have any personnel interacting with youth, they must have full background checks pursuant to the original grant agreement and be entered into Cityspan.
- All conditions of the underlying grant agreement remain in full force and effect.
- Organizations must maintain and be able to provide documentation related to the grant for five (5) years after the final payment.
- If any of the expectations are not met, Learn24 may withhold payment or grantee may not be eligible to receive awards in future grants.

Vendor Payment

- Initial disbursements will be made for 60% percent of the grant. The remainder will be reimbursable only after the initial expenses have been verified.
- Invoices will be submitted directly to the DC Vendor Portal after acceptance and approved by the Grant Manager.
- All expenses must be verified, and grantees must submit receipts, general ledgers, or other proof that expenses can be reimbursed.
- The Nonprofit Fair Compensation Act of 2020, D.C. Law 23-185, Subchapter XI-A, allows any grantee to apply a federal Negotiated Indirect Cost Rate Agreement (NICRA) to the grant funds and approved budget. If a grantee does not have a NICRA, the de minimus indirect rate is 10%.
- Grant funds may not be used for any of the following activities:
Serving youth from other jurisdictions; any program other than the one described in the application; serving youth outside of the definition provided by the Out of School Time Grants and Youth Outcomes Act § 2–1555.01; alcohol of any kind; bad debts; contingencies; indemnity insurance; self-insurance; retirement or pension plans; post-retirement benefits; legal expenses or professional service costs; land or building purchases or capital improvements; purchase of vehicles; entertainment or social activities; food or beverages associated with entertainment; food or beverages for staff, board, or volunteers; interest on loans; fines and penalties; fines and penalties of any grant awards; fundraising or grant-writing; investment management costs or fees; membership to lobbying organizations or activities; direct gifts to lobbying campaigns; public relations of the organization (e.g., displays, ads, exhibits, conventions, travel); faith-based activities; staff or board bonuses, and/or staff, volunteer, or board incentives; any payments to members of the Board of Directors; participant cash incentives, stipends, or gift cards (other than nominal amounts); tuition, awards, and scholarships; re-granting (also known as sub-granting); and payment, taxes, or fees to any government agencies except as may be needed to comply with the District of Columbia's Criminal Background Check policy or payroll taxes.
- Grants are contingent upon the availability of funds.

Information Session

OST Office will host a virtual information session to provide an overview and answer questions related to the RFA. Applicants are strongly encouraged to participate. Registration is not required. Attend the information session by clicking [here](#)

- February 10, 2022 from 12:00 pm – 1:00 pm.

Other Relevant Information

- Applicants may apply for up to \$10,000.
- Do not submit any documents that are not requested. They will not be reviewed.
- Any organization that will receive a minimum of \$50,000 during Fiscal Year 2022 will not be eligible to apply without submitting a current clean audit.

Review Process

Each application will be reviewed by trained reviewers. The role of a reviewer is to review and score an application's content according to the established review criteria using the attached scoring rubric. The application review will determine a final score that is then used to rank applications. The scores and ranks are used by the OST Office to make final award determinations. The District may provide additional preferences and priorities in order to make final award decisions. Any application that scores 50% or less than the overall points available will not be eligible for funding. All funding decisions are final and are not subject to review, appeal, or protest.

Applicants will be reviewed on a 32-point scale as follows:

- Project Description (24 points)
- Budget (8 points)

Checklist for Submission– All items will be uploaded individually through this [link](#)

- ☐ Cover Sheet
- ☐ Certifications and Assurances
- ☐ Narrative Response – No more than three pages
- ☐ Project Budget
- ☐ Current audit, if applicable

Questions

Submit questions at any time to:

Email: Learn24@dc.gov

Submit Completed Applications by 5:00 pm on March 7, 2022 through this [link](#)

All cover sheet information will be entered [here](#). All documents must be uploaded individually. Successfully submitted applications will receive a confirmation via the browser upon receipt of submission. If a confirmation is not received, contact Learn24@dc.gov **within 24 hours** from the time of submission. Applications that do not receive a confirmation will not be reviewed. Applications without a confirmation or without evidence of completion, late, incomplete, hard copies, or email applications will not be reviewed.

Cover Sheet – Enter all information in the link provided. This form is for reference only. Please do not fill out.

I. Applicant Information

Organization Name					
Mailing Address					
Zip Code		Current Grant Amount		Grant Request	

II. Contact Information

Name			
Email		Phone	

III. Project Information

Describe the project in 50 words or less.
Will the project require any adults working with youth? If yes, provide their names.
I certify that all information contained in this application is true and accurate to the best of my knowledge and belief and that any misinformation may result in a termination of the agreement. I understand and agree that this certification will carry through to the end of the project period.
_____ Signature and Title

Attachments – Upload all documents individually into the link provided above.

A. Narrative Questions – Please answer the following questions in three or fewer pages. Provide examples where appropriate.

Project Description (24 points)

1. Describe capacity building project. Describe how the project will help build the capacity of the organization.
2. Describe the tangible outcome.
3. Who are the key people that will implement and/or create the project? If already employed, name and describe role. Describe their experience working with this type of capacity building project. If not yet employed, provide a job description.
4. Describe the timeline for hiring (if applicable) and the overall project.
5. Describe how long this project has been contemplated and if it has been attempted previously by the organization. Explain why it was not previously implemented or if it was, describe past successes and challenges.
6. Describe how the organization decided on this capacity building project and the process for that decision.

Budget (8 points)

1. Describe how the funds will be utilized and tracked.
2. Provide budget details and ensure that the math is accurate.

B. Budget – Provide a budget for the project in any format.

An example budget is provided to support a financial management process.

Description of Expenses	Calculation	Total
Staff Hours – Hire part time accountant	1 staff x 2 hours a day x 3 days per week x 12 weeks x \$35.00 per hour	\$2,520
Staff training time with accountant	2 staff x 1 hours a day x 3 days per week x 10 weeks x \$30.00 per hour	\$1,800
Purchase accounting software		\$950
Initial meeting with CPA to determine next steps before preparing for audit		\$500
Indirect		\$500
Total		\$6,270

C. Certification and Assurances – Document attached below. Sign and date each line.

D. If Awarded – Grantee will be required to fulfill the following:

1. Grantee will complete grant agreements with the OST Office and submit required documents by October 2022.
2. Grantee must complete the activities as described in the application for which the grantee was funded. Any deviations should be made writing for review and approval by the OST Office, prior to being implemented.
3. A minimum of one (1) mandatory meeting will be held during the grant period to discuss grant compliance, data use, forms, reporting requirements, and other relevant details. Failure to attend may result in immediate termination of the grant agreement.
4. Grantees will be required to provide to the District all certificates of insurance which will be reviewed and approved by the Office of Risk Management (ORM).
5. Organizations shall maintain and be able to provide documentation related to the grant for five (5) years after receipt of the final payment. At any time before final payment and five (5) years thereafter, the District may request the organization's invoices, vouchers, receipts, statements, audits or other supporting documentation related to the grant.
6. Grantees must have active accounts and profiles in the DC Vendor Portal and Ariba eSourcing system.
7. Grantee will invoice the District for the first payment once the grant agreement is fully executed. All subsequent invoices will be made via reimbursement after all required documents have been reviewed and approved by the grant manager. The final payment of not less than 5% of the grant award can be invoiced upon acceptance of the final report and a compliance review of the grant.

Scoring Rubric

Section 1: Project Description (24 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<input type="checkbox"/> Does not describe the capacity building project	<input type="checkbox"/> Describes the capacity building project	<input type="checkbox"/> Describes the capacity building project <input type="checkbox"/> Describes how the project will benefit the organization	<input type="checkbox"/> Details the capacity building project <input type="checkbox"/> Details how the project will benefit the organization
<input type="checkbox"/> Does not describe the tangible outcome	<input type="checkbox"/> Describes the tangible outcome	<input type="checkbox"/> Describes the tangible outcome <input type="checkbox"/> Describes how the tangible outcome will support the organization	<input type="checkbox"/> Details the tangible outcome <input type="checkbox"/> Details how the tangible outcome will support the organization
<input type="checkbox"/> Does not describe the key people that will implement or create the project	<input type="checkbox"/> Describes key personnel that will implement or create the project but lacks details	<input type="checkbox"/> Describes key personnel that will implement or create the project <input type="checkbox"/> Personnel have experience in similar projects	<input type="checkbox"/> Details key personnel that will implement or create the project <input type="checkbox"/> Personnel have expertise in similar projects <input type="checkbox"/> Provides examples of similar work done
<input type="checkbox"/> Does not describe timeline for project completion	<input type="checkbox"/> Describes timeline for hiring (if necessary) and project completion	<input type="checkbox"/> Details timeline for hiring (if necessary) and project completion	<input type="checkbox"/> Details timeline for project completion that is thoughtful and reasonable
<input type="checkbox"/> Does not describe project's origin	<input type="checkbox"/> Describes project's origin	<input type="checkbox"/> Details project's origin and provides clear history	<input type="checkbox"/> Details project's origin and provides clear history <input type="checkbox"/> Provides successes or challenges encountered
<input type="checkbox"/> Does not describe the process for deciding on capacity building project	<input type="checkbox"/> Describes the process for deciding on capacity building project	<input type="checkbox"/> Describes the process for deciding on capacity building project <input type="checkbox"/> Describes who was involved in the decision making, including leadership, Board, youth, or staff	<input type="checkbox"/> Details the process for deciding on capacity building project <input type="checkbox"/> Details who was involved in the decision making, including leadership, Board, youth, or staff

Section 2: Budget (8 points)

Unacceptable or Did Not Respond (1 point)	Acceptable (2 points)	Good (3 points)	Excellent (4 points)
<input type="checkbox"/> Does not describe how the organization will utilize and track grant expenditures	<input type="checkbox"/> Describes how the organization will utilize and track grant expenditures	<input type="checkbox"/> Details how the organization will utilize and track grant expenditures	<input type="checkbox"/> Details how the organization will utilize and track grant expenditures <input type="checkbox"/> Describes systems/processes in place to manage and comply with the grant requirements
<input type="checkbox"/> Does not provide a budget	<input type="checkbox"/> Provides a budget	<input type="checkbox"/> Provides a detailed budget	<input type="checkbox"/> Provides a detailed budget <input type="checkbox"/> Math is accurate <input type="checkbox"/> Describes how organization will continue to implement this project even if not funded through this opportunity

Certification and Assurances

The authorized signatory must sign and date after each statement.

Terrorist Exclusion

I certify that the organization named in this application is in compliance with all statutes, executive orders, and regulations restricting or prohibiting U.S. persons from engaging in transactions and dealings with countries and entities, or individuals subject to economic sanctions administered by the U. S. Department of the Treasury's Office of Foreign Assets Control. The organization named in this application is aware that a list of countries subject to such sanctions, a list of Specially Designated Nationals and Blocked Persons subject to such sanctions, and overviews and guidelines for each such sanctions program can be found at <http://www.treas.gov/ofac>. Should any changes in circumstances pertaining to this certification occur at any time, the organization will immediately notify both Grantor and Office of Personnel Management's Combined Federal Campaign Operations.

Signature/Date

Non-Discrimination Policy and Delivery of Services

I certify that the organization named in this application has a policy and demonstrates a practice of non-discrimination as it relates to the operation of the organization, including service delivery on the basis of race, creed, color, religion, gender, age, national origin, physical or mental health, sexual orientation or any characteristic protected by law. In accordance with Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no person shall, on the grounds of race, color, religion, national origin, sex, age, disability, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, matriculation, or political affiliation, be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.

Signature/Date

Staff Clearances and Requirements

I certify that all adults, paid and unpaid, who have regular (more than one interaction per week) contact with youth will have the FBI Background Check, DC Criminal Background Check, DC Child Protection Register Check, and verified results from the National Sex Offender Registry on file. I grant the District access to these records at their request, during monitoring visits, and will ensure to upload them into the database, redacting all Personally Identifiable Information. I further certify that one-day visitors, guests, and volunteers who do not have the required clearances, shall always be under the direct supervision of a staff member with appropriate clearances.

Signature/Date

Personal Assurance

I certify that I have read the certifications and assurance listed above, that I have the signing authority on behalf of the organization, and I certify that all information contained in this application is true and accurate to the best of my knowledge and belief and that any misinformation may result in a termination of the grant. I understand and agree that this certification will carry through to the end of the grant period.

Signature/Date